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ABSTRACT

Described in this document are ways the Tennessee Research Coordinating Unit (RCU) utilizes the services of the Educational Resources Information Center (ERIC). Topics covered include: (1) About ERIC and Microfiche, (2) Who ERIC Helps, (3) ERIC and Other Information Products on File in the RCU Library, (4) How To Use ERIC, and (5) Query--A Computerized Search Program in Educational Research. (JS)

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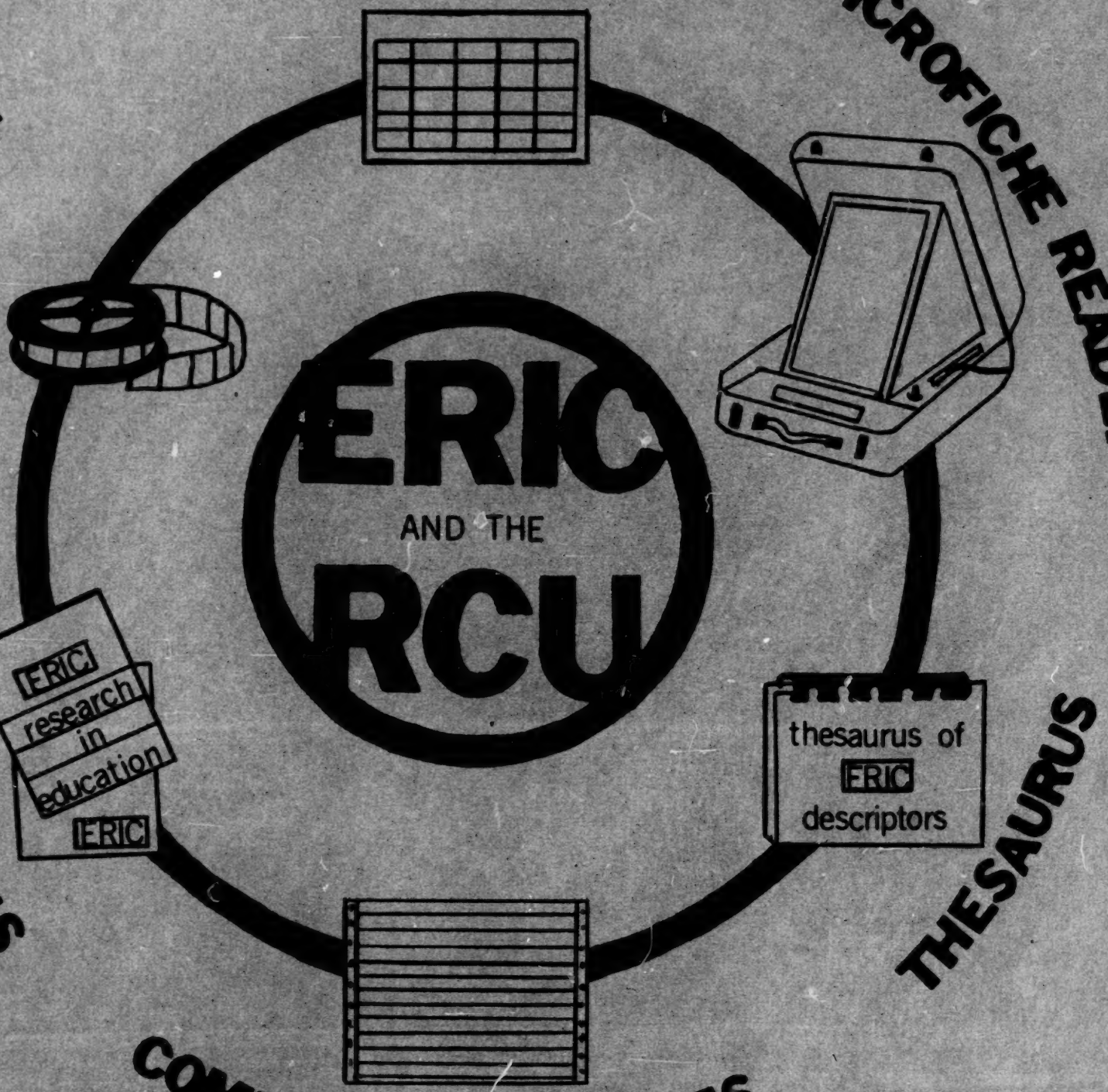
INFORMATION SERIES NO. 2

ERIC AND THE RCU

MICROFICHE

MICROFICHE READER

MICROFILM



INDEXES

THESAURUS

COMPUTER SEARCHES

TENNESSEE RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION
STATE DEPARTMENT OF EDUCATION
DIVISION OF VOCATIONAL-TECHNICAL EDUCATION
AND
UNIVERSITY OF TENNESSEE
909 MOUNTCASTLE STREET
KNOXVILLE, TENNESSEE 37916

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INFORMATION SERIES NO. 2

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ERIC AND THE RCU

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State Department of Education
Division of Vocational Technical Education
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University of Tennessee
909 Mountcastle Street
Knoxville, Tennessee 37916

ABOUT ERIC AND MICROFICHE

A nationwide information service known as ERIC (Educational Resources Information Center) has been established to help disseminate the results of educational research and resource information to those who need it.

Information is supplied to Central ERIC, located in Washington, from 20 clearinghouses which are responsible for acquiring, selecting, abstracting, and indexing documents. One such clearinghouse is the Vocational-Technical Education Clearinghouse at Columbus, Ohio. The documents are filmed and reproductions are made by EDRS, the ERIC Document Reproduction Service. A flow chart of this process appears on the next page.

Microfiche is the primary media for storage and distribution of the complete text of documents announced by the ERIC system. A microfiche is a 4" x 6" sheet of film which contains up to 70 pages of a document in reduced form.

The Tennessee RCU at Knoxville obtains all microfiche that are available from ERIC including that pertaining to vocational education. In addition to the ERIC files and indexes, the Research Coordinating Unit maintains a hard copy file of research reports. Reports in this file are primarily of local (Tennessee) origin, those materials which will not become part of the ERIC system, and recent reports prior to their becoming available through ERIC.

An improved library catalogue system is being developed and put into use at the present time to facilitate assistance to users who desire to locate various research reports and educational materials. Persons are encouraged to write or visit the Research Coordinating Unit, indicating their areas of concern. A search is made of our files to determine which documents will best meet the indicated needs, and abstracts of identified documents are sent to the individual making the request. Hardcopy material is sent, loaned, or copied and microfiche copies of complete documents are loaned or sold to individuals. (See flow chart, page 3.) A paper copy of materials may also be made from the microfiche of a document.

E R I C

EDUCATIONAL RESOURCES INFORMATION CENTER

A National Information System For Education

I. CENTRAL ERIC - SPONSORING AGENCY AT THE U.S. OFFICE OF EDUCATION, NCEC

(NATIONAL CENTER FOR EDUCATIONAL COMMUNICATION)

II. ERIC FACILITY - COMPUTER CONTRACTOR

III. TWENTY CLEARINGHOUSES

IV. ERIC DOCUMENT

REPRODUCTION

SERVICE

RESEARCH AND RELATED DOCUMENTS

↘

CLEARINGHOUSE ACQUIRES, SCREENS

ABSTRACTS, AND INDEXES

↘

RESEARCH IN EDUCATION

CONTRACTOR EDITS, MERGES,

PREPARES CAMERA COPY

OF RIE

↗ GOVERNMENT PRINTING OFFICE

PRINTS AND SELLS RIE

↘ ERIC DOCUMENT REPRODUCTION

SERVICE (EDRS)

SELLS MICROFICHE AND

HARDCOPY OF DOCUMENTS

↘ ↗

STATE RCU's

SUBSCRIBE TO RIE

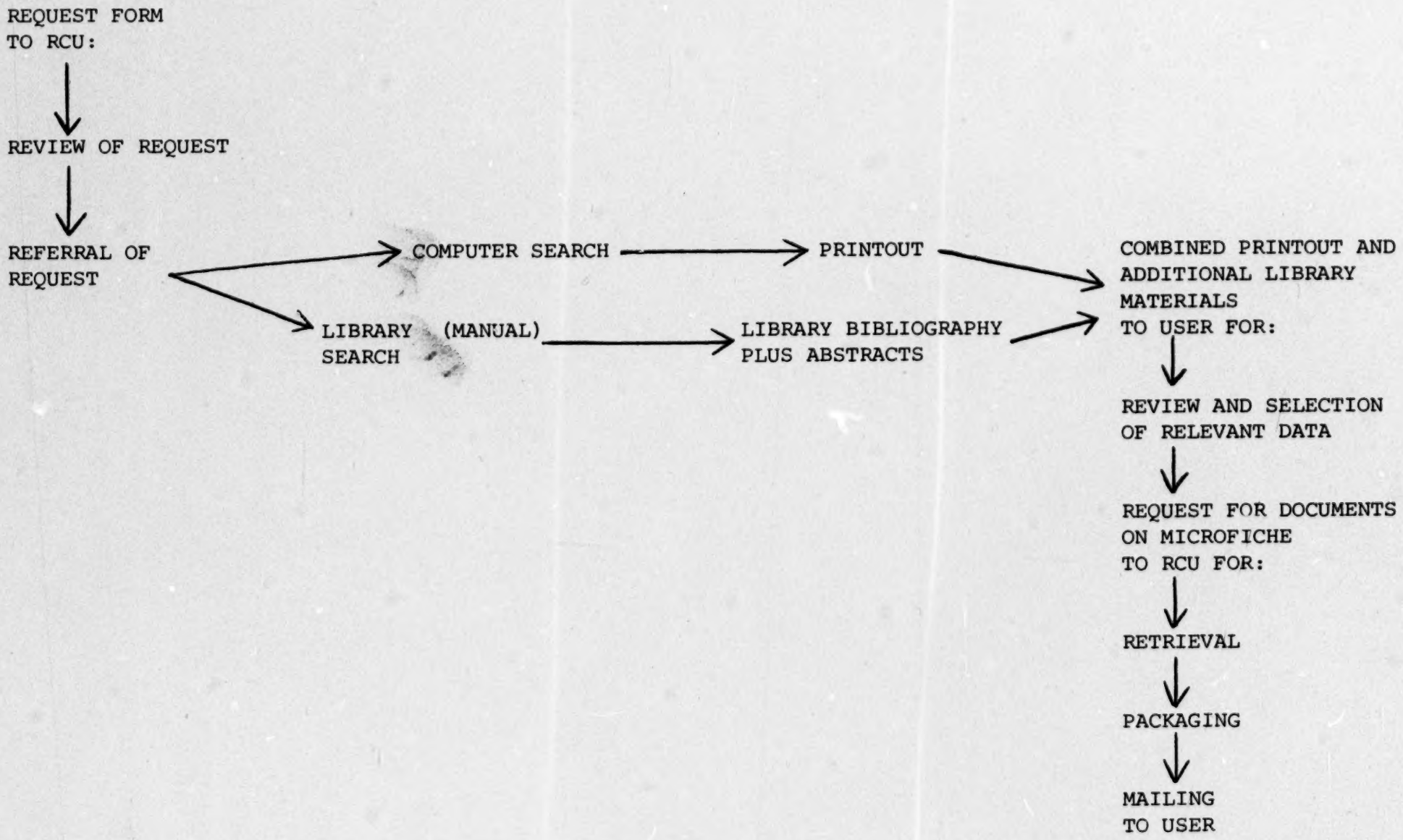
AND RECEIVE

STANDING ORDERS

OF MICROFICHE

TENNESSEE RESEARCH COORDINATING UNIT FOR VOCATIONAL EDUCATION

FLOW OF INFORMATION REQUESTS



M I C R O F I C H E

MICROFICHE (sheet microfilm) is a major improvement over reel microfilm in storing printed information.

IT'S COMPACT. More than 1,000 average length documents will fit into an ordinary file drawer. Now you can easily maintain large files of Clearinghouse reports in your own organization where they will be available for fast retrieval. It takes less time to refile, too. Government agencies now use a standard size of microfiche--4" x 6".

IT'S MORE ECONOMICAL THAN PRINTED OR PAPER COPIES. Microfiche are cheaper to produce . . .they cost you less to buy, only 10 cents per copy from the Tennessee RCU.

IT'S EASIER TO HANDLE. No fumbling with strips of film. Microfiche are easy to maneuver in a reader.

REPRODUCE ONLY WHAT YOU NEED. Reader-printers enable you to make enlarged photocopies of any and all pages in a report quickly and easily.

Microfiche Readers and/or Reader-Printers are located on the University of Tennessee campus in the RCU library at 909 Mountcastle, in the study lounge of the Main Library and in Room 308 of Morgan Hall.

WHO ERIC HELPS

ERIC can help:

School Administrators (both vocational and non-vocational) - identify significant programs adaptable to local needs; plan and develop new programs based on the latest research.

Teachers (both vocational and non-vocational) - keep informed on new instructional techniques and curriculum materials; to meet demands of professional growth and development.

Researchers - become aware of latest research reports and research in progress; avoid duplication of research efforts.

Information Specialists - compile bibliographies on specific topics; acquire low-cost, individualized collections of materials.

Use ERIC to:

Keep informed on educational research through the monthly issues of Research in Education,

Conduct literature searches by consulting the ERIC Thesaurus and indexes, scanning ERIC abstracts, and identifying specific reports or articles,

Obtain documents on microfiche or hard copy.

ERIC Functions:

ERIC collects and disseminates currently available research reports and other documents describing new developments in educational programs. Information media covered are research reports, descriptions of new or experimental education programs, reviews of research, theoretical or conceptual analyses of issues, and interpretive summaries of research on various topics. The documents selected are cataloged, abstracted, and indexed by assignment of retrieval terms from the Thesaurus of ERIC Descriptors. Resumes of all documents are forwarded from each ERIC Clearinghouse to the ERIC facility where they are merged, put on magnetic tape, and prepared for announcement in the monthly bulletin, Research in Education. These documents are then put on microfiche and distributed to area ERIC units such as the Tennessee Research Coordinating Unit for Vocational-Technical Education.

DEFINITIONS OF ERIC AND RELATED TERMS

Accession number - an ERIC identification number used for handling each document.

AIM and ARM - The two major publications of V-T ERIC, issued quarterly and announcing the availability of documents acquired and processed by the ERIC Clearinghouse on Vocational and Technical Education (see page 8).

CIJE - Current Index to Journals in Education, a monthly index to articles in approximately 500 periodicals in related and peripheral fields of education.

Clearinghouse - an organization which collects and processes materials according to established rules.

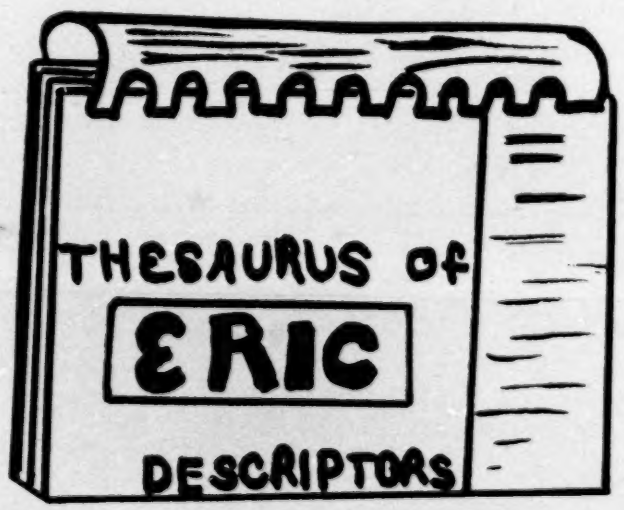
Document - any publication or single item in the ERIC system, whether it is one page or 600 pages in length.

ERIC - the Educational Resources Information Center, an information storage, handling, and retrieval system developed and sponsored by the U. S. Office of Education.

ERIC THESAURUS - a book of terms which are the "keys" to successfully locating any information in the ERIC system.

Hard-copy - a permanent reproduction of a page of an original document, made by the Reader-Printer.

Microfiche - a flat form of microfilm, is 4 by 6 inches, which contains up to 70 pages of a document in reduced size and must be used on a reader or reader-printer.



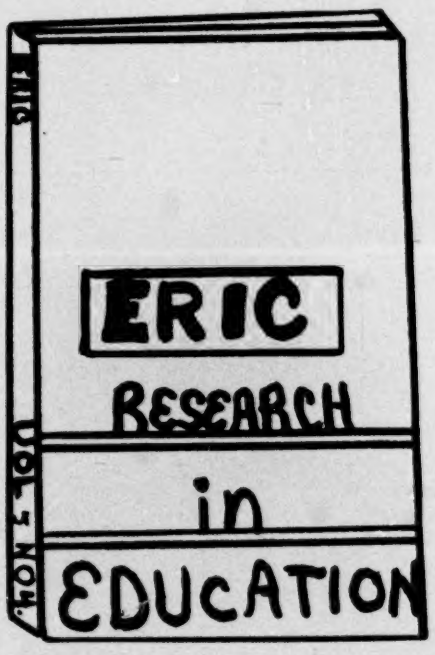
DEFINITIONS OF ERIC AND RELATED TERMS (CON'T)

Microfiche Reader - a device used to enlarge the small frames of microfiche so they can be read. A microfiche reader-printer can be used to print a hard copy of any microfiche image.

RIE - Research in Education, a monthly report of educational research and resources, containing a subject, author, and institution index to documents listed.

USER - any person who utilizes material or information from ERIC.

V-T ERIC - The ERIC Clearinghouse on Vocational and Technical Education located at the Ohio State University (see page 8).



ERIC AND OTHER INFORMATION PRODUCTS ON FILE
IN THE RCU LIBRARY

PRIMARY INDEXES:

RIE - RESEARCH IN EDUCATION

CIJE - CURRENT INDEX TO JOURNALS IN EDUCATION

SPECIAL COLLECTIONS:

PACE - PROJECTS TO ADVANCE CREATIVITY IN EDUCATION

Funded by the U. S. Office of Education

MANPOWER INDEX -

Documents of projects funded by the Department of Health, Education, and Welfare; Labor; Housing and Urban Development; Agriculture; Defense; and the Office of Economic Opportunity

V-T ERIC INFORMATION PRODUCTS:

AIM - ABSTRACTS OF INSTRUCTIONAL MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

ARM - ABSTRACTS OF RESEARCH AND RELATED MATERIALS IN VOCATIONAL AND TECHNICAL EDUCATION

ERIC - A RESOURCE FOR VOCATIONAL AND TECHNICAL EDUCATION

V-T ERIC

The ERIC Clearinghouse on Vocational and Technical Education (VT-ERIC) is a component of The Center for Vocational and Technical Education located at the Ohio State University in Columbus. VT-ERIC specifically serves the information needs of vocational and technical education and related fields. Materials processed by VT-ERIC include instructional materials, research reports, curriculum studies, and conference proceedings. VT-ERIC actively engages in the analysis of information in the document base and produces information analysis papers on diverse problems and topics within vocational and technical education.

The primary information products from VT-ERIC are Abstracts of Instructional Materials in Vocational and Technical Education (AIM) and Abstracts of Research and Related Materials in Vocational and Technical Education (ARM).

AIM is a quarterly publication which provides indexes to and abstracts of instructional materials specifically for vocational and technical education. About 79 percent of the documents reported in AIM have not been reported in Research in Education. In addition to subject, author, and institution indexes, the document resumes are also arranged by occupational service fields to permit quick access to users interested in browsing. ARM, also a quarterly publication, provides indexes to and abstracts of research and related documents in vocational and technical education under a single cover, nearly 40 percent of which have not appeared in Research in Education. Indexed by subject, author, and institution, the documents are arranged in 13 categories, ranging from administration and supervision to teaching and learning.

Both AIM and ARM are available by subscription for $11.00 each, one year; $18.00, two years; and $27.00, three years. Orders with check or institutional purchase order may be sent to:

ERIC Clearinghouse on Vocational and Technical Education
The Center for Vocational and Technical Education
The Ohio State University
1900 Kenny Road
Columbus, Ohio 43210

VT-ERIC is eager to serve vocational and technical education with the information needed. If you have publications which could appropriately be included in RIE, AIM, ARM or other ERIC information products, you are invited to submit two copies of the document(s) to:

Acquisition Specialist
ERIC Clearinghouse on Vocational and Technical Education
The Center for Vocational and Technical Education
1900 Kenny Road
Columbus, Ohio 43210

HOW TO USE ERIC

1. ERIC publications and the V-T ERIC publications, AIM and ARM, are indexed by author, institution, and subject to offer a variety of approaches for finding information.

2. Research in Education, AIM and ARM, and other ERIC reference products can be used in the following ways:
   a. Browsing to scan each volume for interesting reports and on-going projects in various fields of interest;
   b. Current awareness to find out what has been written or what is being done now on a certain subject;
   c. In-depth search to find everything in the ERIC system on a particular topic, either manually or by computer.

3. Manual searches may be conducted as follows:
   a. Select a subject.
   b. Narrow the subject by deciding how specifically you want to search.
   c. Select key search terms through use of the Thesaurus.
   d. Use the indexes of the monthly issues of Research in Education, quarterly issues of AIM and ARM, or the annual cumulative indexes.
   e. Read the abstract to determine whether or not you will want or need the full text.
   f. If it is one which is available from EDRS and looks valuable to you, ask for the document on microfiche.
   g. Using the reader-printer, view the document and, if you wish, make a copy of selected pages for a nominal fee.

4. Computer searches may be conducted as follows:
   a. Select a subject.
   b. Use the Thesaurus to find the terms by which information may be referenced.
   c. Narrow the terms to get those which are most related to your interests.
   d. Complete a "Query" Search Request Form and submit it to the RCU. Arrange for a conference with the Information Specialist to discuss and write the Search. For a fee of fifteen dollars, you will receive a computer printout which includes a 250-word abstract of all relevant documents. For those documents listed in CIJE (Current Index to Journals in Education), documents are annotated.
   e. Request microfiche copies of the complete documents from the RCU or the nearest Regional Resource Center.

"QUERY"
A COMPUTERIZED SEARCH PROGRAM IN EDUCATIONAL RESEARCH

During the past few years more than 55,000 research documents relating to education have been compiled in one central file by the Educational Resources Information Center (ERIC). The Tennessee Research Coordinating Unit (a Unit of the State Division of Vocational-Technical Education and the College of Education, University of Tennessee), has all of these documents on file in the form of microfiche at their library, 909 Mountcastle Street, Knoxville, Tennessee. Almost every conceivable subject field of education is represented in this repository.

To assist users in determining what research has been performed and is available, the RCU has implemented a computerized information retrieval system known as "Query." The "Query" Program allows for retrieval of documents indexed in Research in Education and Current Index to Journals in Education, and AIM and ARM, the files of which are stored on magnetic tape at the U. T. Computing Center.

Use of the "Query" system is available to anyone in this state in the field of education (administrators, supervisors, teachers, or students). It will be especially useful for those engaged in research, curriculum development, academically-oriented problem solving, preparation of course outlines or course content, teacher development, etc. Proper utilization of "Query" will facilitate a more valid, comprehensive, and efficient accomplishment of practically any endeavor related to any educational function, due to the up-to-date information which it provides.

Anyone desiring to use "Query" may do so by completing a "Query" Search Request Form, outlining the parameters of the topic area for which information is desired. RCU personnel will complete the computer program and conduct the search.

Users will be provided with a computer printout which contains, among other items, the title of the research, the author, and up to a 250-word abstract of the research document. A review of the abstract will enable an individual to determine whether further review of the particular research document is desired. If so, microfiche copies are available through the RCU and may be viewed in the library or may be purchased for ten cents per copy. Hard copies of the documents are also available and information concerning them will be provided upon request.

Further information may be obtained by writing our office or by calling 615-974-3338, 8:00 a.m. to 5:00 p.m. daily. Our staff will be happy to assist you in your search requests.

TENNESSEE RCU INFORMATION RETRIEVAL AND DISSEMINATION SYSTEM

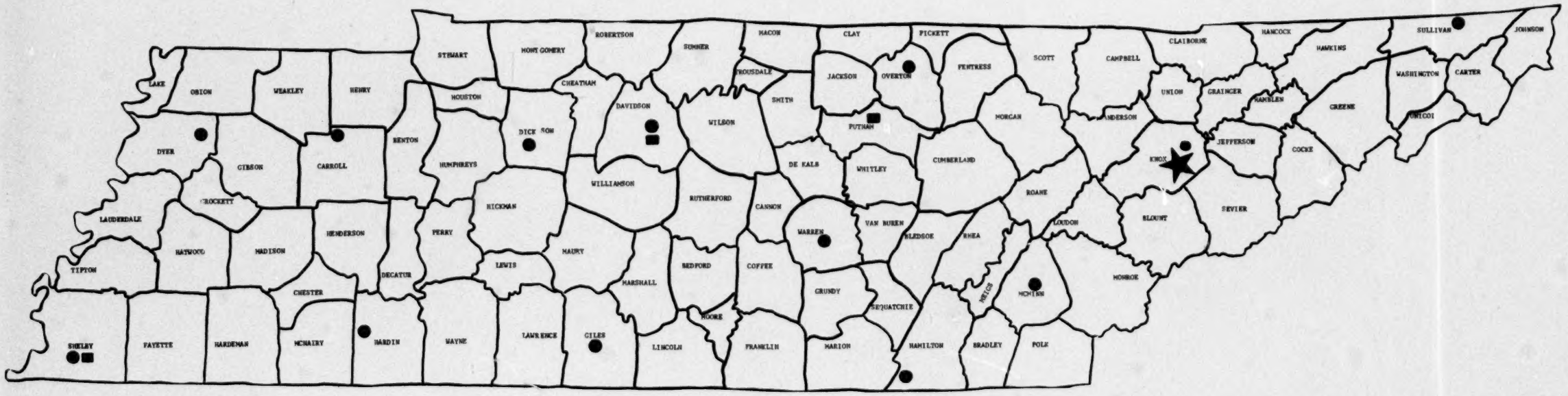
The map on the following page identifies the locations of partial microfiche collections and supporting equipment and the complete collection at the Research Coordinating Unit on the University of Tennessee campus in Knoxville.

"Existing Microfiche Collections" are, in most cases, partial (not up-to-date) collections of the ERIC files located in college or university libraries.

"Regional Resource Centers" are also partial collections of the ERIC files, established by the RCU in late 1970 in an effort to make ERIC materials readily available to educators throughout the state. Each Regional Resource Center serves as a contact point between the user and the RCU at Knoxville and houses a reader-printer, some microfiche, and AIM and ARM indexes to materials abstracted by the Clearinghouse for Vocational-Technical Education at Ohio State University. A complete address for each location and the contact person for each is listed on pages 14 and 15.

Teachers and other interested individuals are encouraged to use microfiche materials and related equipment at the Regional Resource Center near them.

AVAILABLE MICROFICHE COLLECTIONS AND READER-PRINTERS



★TENNESSEE RESEARCH COORDINATING UNIT

-EXISTING MICROFICHE COLLECTIONS

•REGIONAL RESOURCE CENTERS

REGIONAL RESOURCE CENTERS

West Tennessee

McKenzie State Area Vocational-Technical School
Highway 22 North
McKenzie, Tennessee 38201
Mr. Kenneth Warren, Assistant Superintendent
901-352-5364

Memphis State Technical Institute
5983 Macon Cove
Memphis, Tennessee 38128
Mr. T. H. Jackson, Jr., Division Head Learning and Research
901-388-1200

Newbern State Area Vocational-Technical School
Highway 51 North
Newbern, Tennessee 38059
Miss Jean C. Carson, Related Instructor
901-627-2511

Savannah State Area Vocational-Technical School
Highway 64 West
Crump, Tennessee 38327
Mr. Tommy Hall, Remedial Instructor
901-632-3393

Middle Tennessee

Dickson State Area Vocational-Technical School
Highway 46
Dickson, Tennessee 37055
Mr. Norris Allen, Counselor
615-446-4710

Livingston State Area Vocational-Technical School
Airport Road
Livingston, Tennessee 38570
Mr. Earl Dial, Counselor
615-823-5525

McMinnville State Area Vocational-Technical School
Highway 70 South
McMinnville, Tennessee 37110
Mr. Norman Elrod, Supervisor Student Services
615-473-5587

Nashville State Technical Institute
120 White Bridge Road
Nashville, Tennessee 37209
Mrs. Dianne Groves, Director of Educational Resource Center
615-741-1229

Pulaski State Area Vocational-Technical School
Highway 64 East
Pulaski, Tennessee 38478
Mr. E. R. Krieger, Related Instructor
615-363-1588

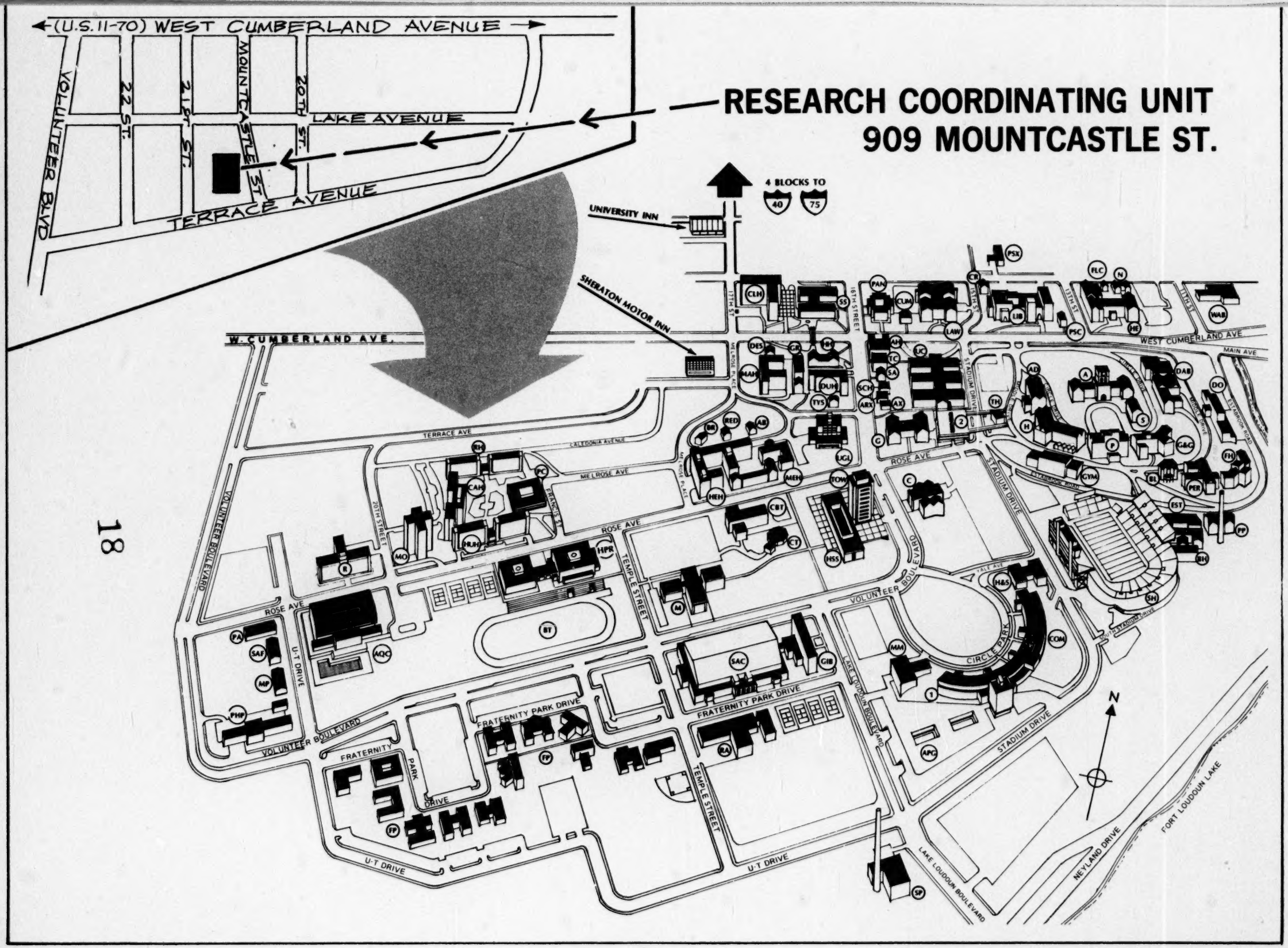
East Tennessee

Athens State Area Vocational-Technical School
Highway 11 By-Pass
Athens, Tennessee 37303
Mr. Eldie Lynn Dickey, Curriculum Specialist
615-745-6940

Chattanooga State Technical Institute
4501 Amnicola Highway
P.O. Box 6279
Chattanooga, Tennessee
Mrs. Augusta A. Kolwyck, Librarian
615-698-8681

Halls Middle School
Route #13 Emory Road
Knoxville, Tennessee 37918
Mrs. Anita Webb, Curriculum Specialist
615-922-7494

Tri-Cities State Area Vocational-Technical School
Tri-Cities Airport
Blountville, Tennessee 37617
Mrs. Michele Maxwell, Librarian
615-323-8531


(U.S.11-70) WEST CUMBERLAND AVENUE
VOLUNTEER BLVD.
22 ST.
21 ST.
MOUNTCASTLE ST.
20TH ST.
LAKE AVENUE
TERRACE AVENUE
RESEARCH COORDINATING UNIT
909 MOUNTCASTLE ST.
4 BLOCKS TO
40
75
UNIVERSITY INN
SHERATON MOTOR INN
W. CUMBERLAND AVE.
WEST CUMBERLAND AVE
MAIN AVE
TERRACE AVE
MELROSE AVE
ROSE AVE
LALEOONA AVENUE
MELROSE PLACE
FRANCIS ST.
20TH STREET
TEMPLE STREET
16TH STREET
17TH ST
STADIUM DRIVE
VOLUNTEER BOULEVARD
U-T DRIVE
FRATERNITY PARK DRIVE
FRATERNITY PARK DRIVE
CIRCLE PARK
LAKE LOUDOUN BOULEVARD
LAKE LOUDOUN BOULEVARD
NEYLAND DRIVE
FORT LOUDOUN LAKE
N